

**BY ORDER OF THE COMMANDER
UNITED STATES AIR FORCES IN
EUROPE UNITED STATES AIR
FORCES AFRICA (USAFE-AFAFRICA)**

**UNITED STATES AIR FORCES IN
EUROPE UNITED STATES AIR
FORCES AFRICA INSTRUCTION**

36-732

17 JANUARY 2017

Personnel

**ENGLISH LANGUAGE PROFICIENCY
TESTING OF LN EMPLOYEES AND
APPLICANTS**



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OPR: HQ USAFE-AFAFRICA/A1KC

Certified by: HQ USAFE-
AFAFRICA/A1K
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Supersedes: USAFEI 36-732, 10
November 2006

Pages: 6

This instruction implements AFPD 36-2, *Civilian Recruitment and Placement*. It establishes the procedures for procuring, maintaining, controlling, handling, and reporting of English language testing materials used to determine the English Language Proficiency (ELP) of Local National (LN) employees and applicants for positions administered by a USAFE-AFAFRICA Civilian Personnel Staff (CPS). It does not apply in areas where host governments conduct such testing and certification according to a labor agreement completed under the terms of a treaty. It does not apply to Air National Guard (ANG) and Air Force Reserve Command (AFRC) units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. In accordance with AFI 33-360, the authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of

IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This revision corrects the referenced directive under which this instruction is issued and updates organizational names, abbreviations, and addresses.

1. Basic Requirement. The responsible CPS conducts English language testing where ELP is a requirement as identified in the respective qualification standard and/or the position description of a position to be filled by a LN. Generic descriptions of ELP levels and American Language Course Placement Test (ALCPT) cutoff scores are at Attachment 2. (T-3)

2. When LN Applicants or Employees must complete ELP Tests.

2.1. External candidates and employees who apply for positions that have an ELP requirement are required to undergo ELP testing. If they pass but are not selected and apply for other positions with ELP requirements after more than 12 months they shall be tested again. (T-3)

2.2. When justified, the chief of the LN staffing section may waive language requirements for certain positions completely or partially. The requirement for testing may be waived in cases where management officials clearly recognize that an applicant's or employee's ELP is sufficient or if the appropriate ELP is certified by valid documentation. (T-3)

2.3. The previous ELP tests (Air Force Personnel Tests 720, 730) may still be used until stocks are exhausted.

3. Responsibilities.

3.1. MAJCOM Personnel Division (HQ USAFE-AFAFRICA/A1K):

3.1.1. Establishes basic program policy and procedures. (T-3)

3.1.2. Provides program oversight and guidance. (T-3)

3.2. Installation Commanders:

3.2.1. Ensure positions requiring ELP are identified by management officials. (T-3)

3.2.2. Ensure compliance with this instruction. (T-3)

3.3. Unit Managers and Supervisors:

3.3.1. Identify positions under their supervision which require ELP. (T-3)

3.3.2. Notify the LN personnel program staff at the CPS immediately when an employee or applicant does not have sufficient ELP. (T-3)

3.4. Civilian Personnel Officers (CPO):

3.4.1. Inform operating officials of the provisions of this instruction. (T-3)

3.4.2. Establish local English language testing material requirements. (T-3)

3.4.3. With the approval of HQ USAFE-AFAFRICA/A1K, may raise ELP cutoff scores to match more restrictive local employment requirements. (T-3)

3.4.4. Appoint a Test Control Officer (TCO) to manage the test program. (T-3)

3.5. Test Control Officers:

3.5.1. Manage the overall English language test program. (T-3)

3.5.2. Ensure test materials are secured and keys or combinations for locks are safeguarded against unauthorized access at all times. (T-3)

3.5.3. Administer English language tests in accordance with the test manual, determine scores and record test results. (T-3)

3.5.4. Verify and record test results for LN personnel on USAFE Form 249, *Test Record*, and file in the employee's official personnel folder. (T-3)

3.5.5. Inventory and secure test material after use and conduct a semi-annual inventory. (T-3)

3.5.6. Destroy by shredding all answer sheets and scratch papers used by test subjects, as well as old, damaged, or obsolete test material. (T-3)

3.5.7. Procure replacement test material when needed. (T-3)

4. ALCPT: Description, Procuring, Maintaining, Controlling, and Handling.

4.1. The ALCPT is published by the Defense Language Institute English Language Center (DLIELC) and consists of an administration handbook, 25 test booklets, 2 scoring keys, and 1 audio compact disk (CD). Answer sheets are available separately at quantities of 500 each. There are a variety of test versions available which differ in regard to the topics and questions but have the same scope and quality of testing, i.e. to determine listening and reading comprehension. Therefore, the ALCPT can only be considered a tool for screening applicants. The conclusive determination of an applicant's ELP - to include speaking/conversation and writing skills - will have to be made during a personal job interview. (T-3)

4.2. The CPS LN personnel program staff is responsible for funding, procuring, and maintaining an inventory of ALCPT materials to meet the annual ELP testing needs. For an overview of test materials and ordering information refer to the DLIELC website at <http://www.dlielc.edu/Testing/Index.html> . Additionally, the CPS will procure and maintain the necessary equipment for administering tests, i.e. a CD-player or speakers for a computer. (T-3)

4.3. All test materials will be controlled and secured in a locking file cabinet, security file, or file drawer, using as a minimum a "one-lock" procedure to prevent test compromise due to unauthorized access. Do not store any other material with the English language test material. (T-3)

4.4. Test material will be inventoried upon removal from its container for test use and when returned to the container. Additionally, a semi-annual inventory of all test material will be conducted in January and July. As a minimum, the following reportable data will be checked and recorded in the semi-annual inventory: Test form numbers, scoring keys and quantities, CD designations and quantities, test booklet serial numbers and quantities, and test administration manual quantities. Discrepancies, incidents, suspected or actual test

compromise will be reported immediately to the CPO and to HQ USAFE-AFAFRICA/A1K, Unit 3284, APO AE 09094-3284. (T-3)

4.5. Forms Prescribed: USAFE Form 249, *Test Record*.

SCOTT A. ARCURI, Colonel, USAF
Director of Manpower, Personnel, and Services

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 36-2, *Civilian Recruitment and Placement*, 23 Jun 2015

AFMAN 33-363, *Management of Records*, 01 March 2008

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Prescribed Forms

USAFE Form 249, *Test Record*

Abbreviations and Acronyms

ALCPT—American Language Course Placement Test

CD—Compact Disc

CPS—Civilian Personnel Staff

CPO—Civilian Personnel Officer

DLIELC—Defense Language Institute English Language Center

ELP—English Language Proficiency

LN—Local National

TCO—Test Control Officer

Attachment 2

MEASUREMENT OF ENGLISH LANGUAGE PROFICIENCY LEVELS FOR LOCAL NATIONALS

A2.1. **Table A2** 1. Shows ELP levels for Local Nationals.

Table A2.1. ELP Levels for Local Nationals.

ELP Level	Requirements	Cutoff Score
I.	<p>a.Speaking. Able to satisfy minimum courtesy requirements and maintain very simple face-to-face conversations on familiar topics.</p> <p>b.Reading. Sufficient comprehension to read very simple written material.</p>	41
II.	<p>a.Speaking. Able to satisfy most work requirements with language usage that is acceptable and effective. Able to speak the language with sufficient structural accuracy and vocabulary to participate in most formal and informal conversations on practical, social, and professional topics.</p> <p>b.Reading. Able to read within normal range of speed and with almost complete comprehension a variety of material on unfamiliar subjects. Can comprehend a variety of styles and forms pertinent to professional needs. Rarely misinterprets texts.</p>	65
III.	<p>a.Speaking. Able to use the language fluently and accurately on all levels normally pertinent to professional needs. Language usage and ability to function are fully successful.</p> <p>b.Reading. Able to read fluently and accurately all styles and forms of the language pertinent to professional needs.</p>	85

NOTE:

The cutoff scores listed only refer to the ALCPT, i.e. the testing of listening and reading comprehension.

RE-TESTING: The waiting period for re-testing applicants or employees who fail to meet the established passing scores identified above is 2 months.